



# ENDURANCE OFFICIAL WELCOME PACK





## Key focus areas

At the heart of our strategic plan, and the focal point for everything we do, are the people and communities involved in our sport across five key areas:



WHAT WE STAND FOR

**FUN**  
**INTEGRITY**  
**INSPIRATION**  
**INCLUSIVITY**



**CHRIS JONES**  
**CEO, ENGLAND**  
**ATHLETICS**

Our sport is built on hard working and dedicated volunteers, and our officials are the cornerstone of the sport. Your dedication will support the development of the many thousands of athletes of different abilities and backgrounds who enjoy taking part and performing in the various competitions across England. Without your support, our competitions, and events, and therefore our sport, simply could not happen as we currently realise it.

Our commitment is to ensure that the education pathway in officiating at entry levels is straight forward and user friendly at all times, reflective of the pressures that people are under in terms of the time they have available to volunteer, to support the ongoing development of officials already in the system, and to continue to modernise the athletics and running competition calendar where necessary, responding to our members' needs by providing an innovative, exciting and enjoyable competition experience for everyone fit for the 21<sup>st</sup> century.

We are entering an exciting yet challenging new chapter for our sport as we further evolve from the impacts of the pandemic, and we are truly grateful for your ongoing commitment and support. We look forward to working with you over the coming years.

Welcome to the England Athletics Endurance Officials' Welcome Pack which covers progression from Levels 1 to 4. I am sure that you will find the handbook to be interesting and beneficial on your officiating journey and will prepare you to take your place as an Endurance Official initially with your local club, competition provider or organisation.

Volunteer officials are the backbone of competition for all levels of the sport - from youngsters to adults, from club-based athletes to international standard. Without people like yourself the sport would struggle to exist – may I wish you every success in what you want to do and thank you for starting the journey to becoming an Endurance Official.

Some of you may already have some experience and want to become a licensed endurance official and wish to progress up the levels. Others might be content to remain at Levels 1 or 2.



**ARWEL WILLIAMS**  
**CHAIR OF UKA**  
**ENDURANCE AND**  
**EDUCATION SUB**  
**GROUP**

Endurance officiating covers a wide spectrum of events, and you are encouraged to obtain as wide an experience as possible both across the sport and through the competition structure, being Road Running, Cross Country, Fell or Trail Running and also Ultra Distance events. However, the speed and level to which you progress is your decision, however experience is gained by being at events and learning from others. Whatever choice you make, let me welcome you to Endurance Officiating.

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## Appendix A

Record your experiences on MyAthletics Portal

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### Putting learning into practice

There are lots of events around England spanning from schools and grassroots athletics through to the England National Championships and International Fixtures. **You never know you might be involved with recording a new England Athletics Record or a future English Olympian!**

You will find a list of licensed endurance events [here](#) or on the [England Athletics Website](#). If you are interested in gaining experience as an official at one of these events, please contact Nichola Skedgel (Competition Partnerships and Innovation Manager) by sending an email to [nskedgel@englandathletics.org](mailto:nskedgel@englandathletics.org) who can put you in touch with the event organiser. The competition host will then contact you to provide further information. The traditional route would likely see you start at club competitions. You can also contact your local club via [find your local club](#).

If you would like further support before Officiating at your first event, please contact your [County Officials Secretary](#) (CofSec) who can assist you with identifying events to gain your experiences and to put you in touch with nearby endurance officials who can provide excellent support and guidance to enhance your enjoyment of endurance officiating.

Additional support can also be received from your tri-region officials' associations ([Northern/Midlands/Southern](#)) who can put you in touch with an experienced endurance official in your area to show you the ropes (no pun intended!). Every official would be delighted to provide that guidance, mentoring for your endurance officiating. Alternatively, if you would like the opportunity to shadow an Official at an event, let us know and we can put you in contact with someone to see how the world of athletics operates. We would encourage you to get involved whether you would like to help marshal a local club 10k Road Race or support the England Championships **there is an opportunity for you!**



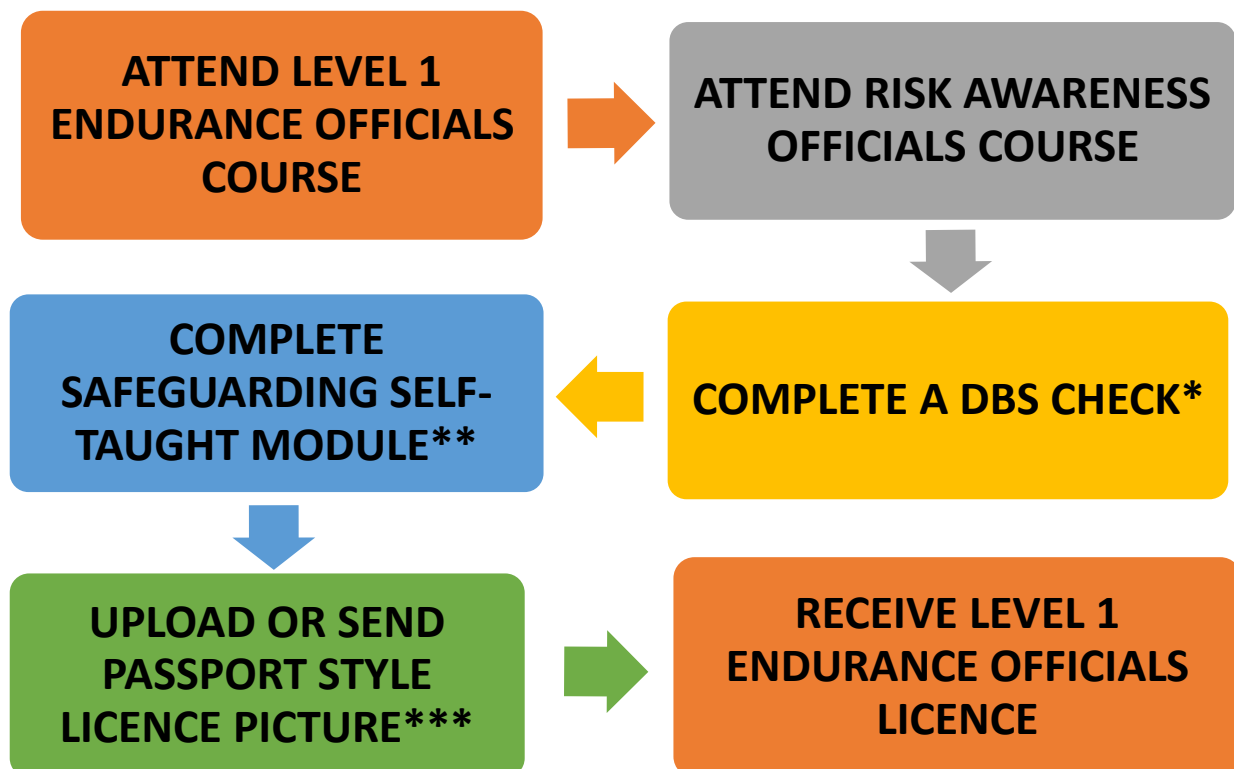
### **Checklist to achieving my Level 1**

From entry point to Championship level officiating, Officials follow a similar pathway to those enjoyed by athletes and coaches. England Athletics offer courses and development opportunities to progress through the first three levels.

To become a graded **EA Level 1 Endurance Licensed Official**, follow the steps below:

1. Use your URN number to log on to your [myATHLETICS portal](#).
2. Complete the online [DBS procedure](#) and upload a passport photo.
3. Attend a **Level 1 Endurance** course.
4. Attend a **Risk Awareness** course.
5. Complete [Safeguarding course](#) (if a new athletics official)

### LEVEL 1 ENDURANCE OFFICIAL

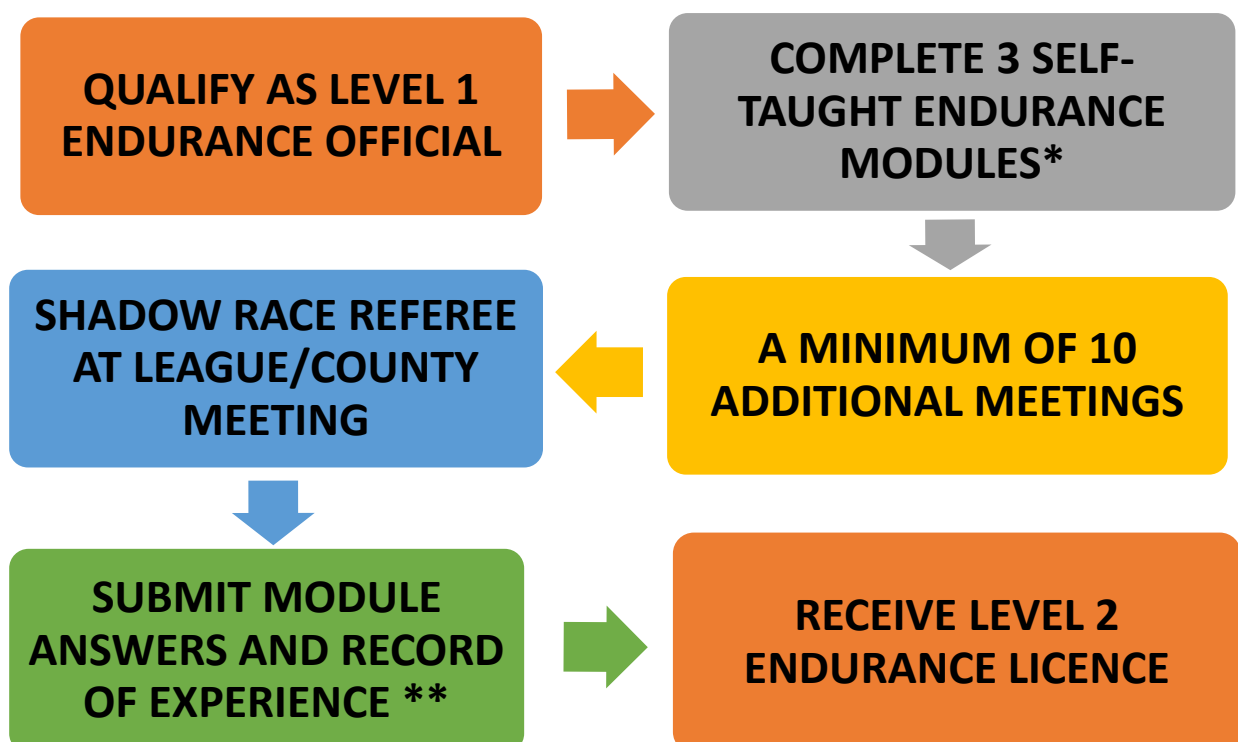


\* **DBS Check** - [MyAthletics Portal](#) > My Profile > Apply/Renew Online DBS

\*\* Located at [Athletics Hub](#) > Online Courses > MyLearning

\*\*\* Upload via [MyAthletics Portal](#) > My Profile/Personal Details > Edit > Upload new picture

#### **LEVEL 2 ENDURANCE OFFICIAL**





## **Level 2 Modules**

- \* Sector Marshal
- \* Judging and Recording
- \* Race Referee

These can be located at [Athletics Hub](#) > **Online Courses** > **MyLearning** or [MyAthletics Portal](#) > **Useful Documents** > **Officials**

- \*\* Submit completed questions and record of experience to your level 1 course tutor (if known). If course tutor unknown, send documentation to [officialsaccreditation@englandathletics.org](mailto:officialsaccreditation@englandathletics.org)
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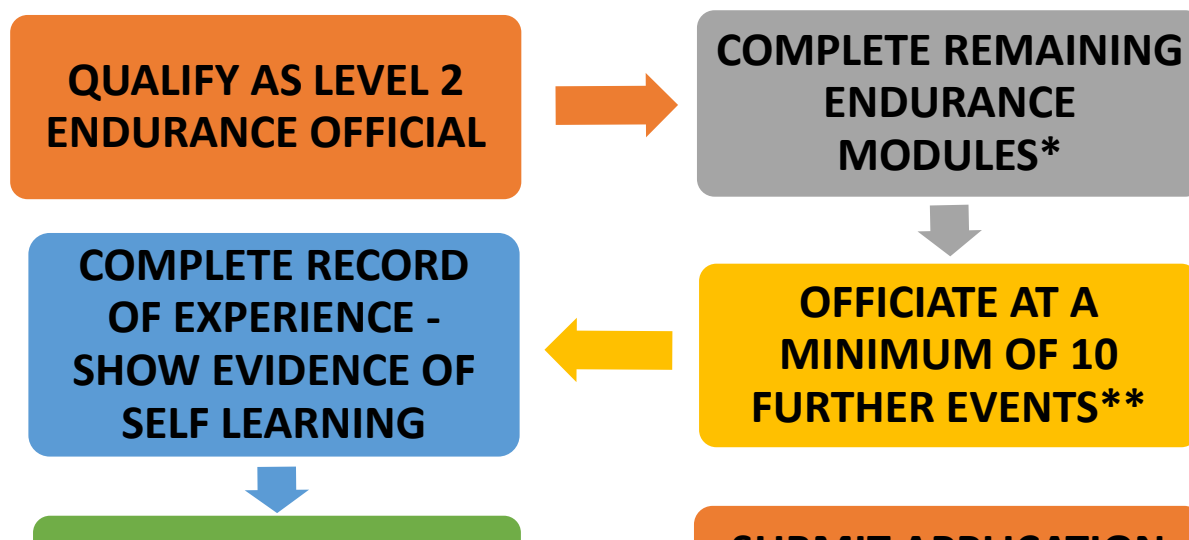
## **Level 2 Endurance Roles**

Management of a Sector or Management of a Group of Marshals
Marshalling at 'complex' junctions and/or loops or changeovers in relays
Managing course set up and marking / signing (in smaller sized races of 1,000 competitors or less)
Managing on course drinks or sponge stations
Managing Post Race/Post Finish Services or equivalent role
Start Area Management / Start Director or equivalent role
*Race day registration

Lap Recording, Finish Recording, Manual Timekeeping at Off Track events and Line Judging/judging a finish
*Timekeeper Recording
Finish Area or Finish Funnel Management
Clerk of the Course duties and responsibilities
Course Director
Race Refereeing or Assistant to Race Referee including management of Protests and Disputes
*Event Adjudicator

**\* Can only count as 1 of the practical experiences towards level 2.**

### **LEVEL 3 ENDURANCE OFFICIAL**



### **Level 3 Modules**

\* Course Director

\* Start/Finish Director

Modules to These can be located at [Athletics Hub](#) > **Online Courses** > **MyLearning** or [MyAthletics Portal](#) > **Useful Documents** > **Officials**

\*\*\* Including 2 at regional level meetings

Submit module questions, positive report and record of experience and tri-region upgrading secretary

Northern – Arwel Williams - [arwelwilliams@aol.com](mailto:arwelwilliams@aol.com)

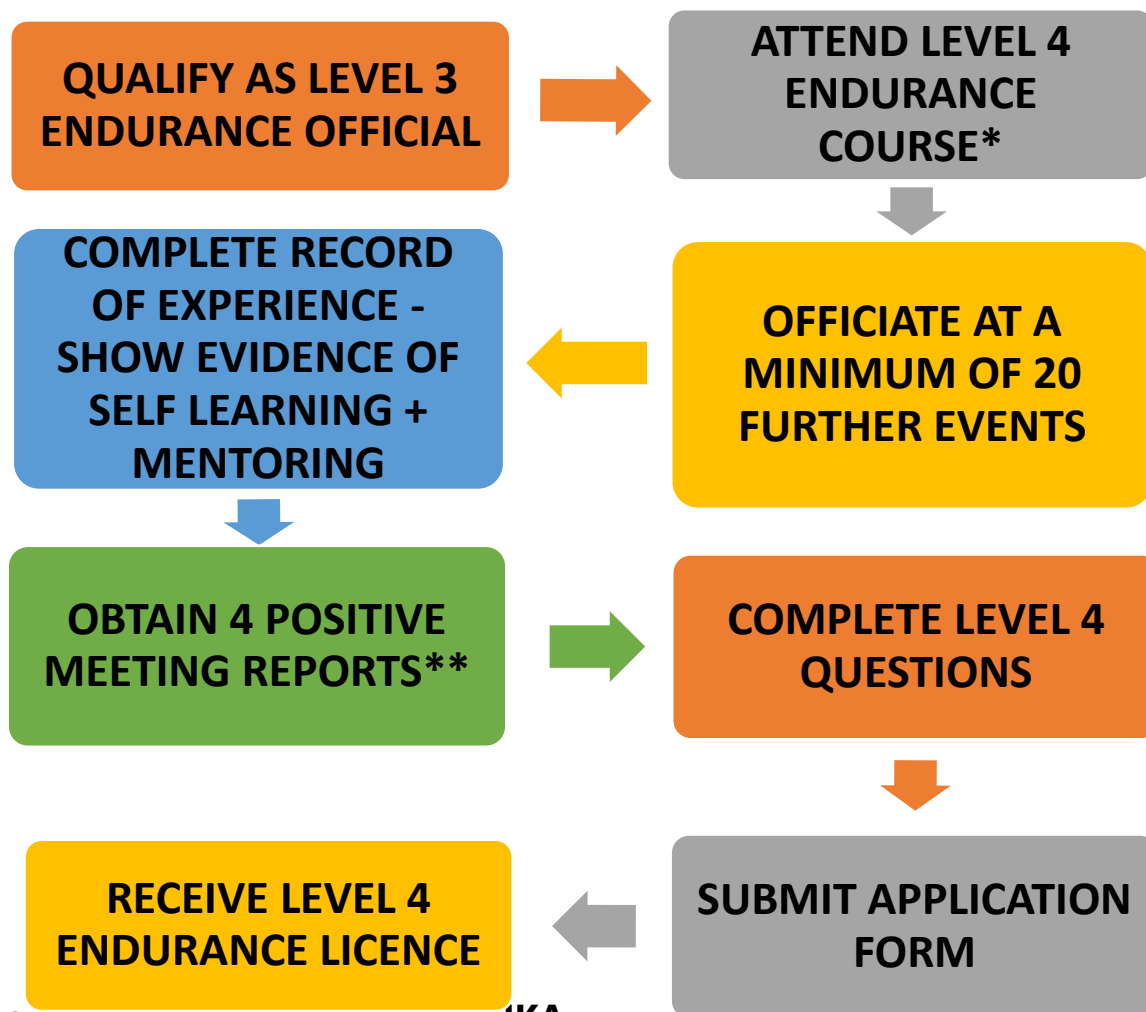
Midlands/Southwest & Southern – Nick Folwell - [nicholas.folwell@btinternet.com](mailto:nicholas.folwell@btinternet.com)

### **Level 3 Endurance Roles**

Race Day Registration
Management of a sector or management of a group of marshals
Marshalling 'complex' junctions and / or loops or change overs in relays
Managing course set up and marking / signing (In smaller sized races of 1,000 competitors or less)
Managing post-race / post-finish services or equivalent role

**LEVEL 4 ENDURANCE OFFICIAL**





**\* Level 4 Courses operated by UKA**

**\*\* Four reports must include the following duties: (1) Referee/Assistant Referee (2) Start Area Coordinator/Start Director (3) Finish Area Coordinator/Finish Director (4) Clerk of Course/Course Director. These are to be organised by Head of Endurance Sub-Group.**

**Submit documents to Tri-Region Upgrading Secretary**

**Northern - [ArwelWilliams@aol.com](mailto:ArwelWilliams@aol.com)**

**Midlands/Southwest + Southern - [nicholas.folwell@btinternet.com](mailto:nicholas.folwell@btinternet.com)**

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**Key Links**

**Level 4 Endurance Application Form**

## **Maximum of runners for All Levels of Endurance Official**

Once qualified as a level 2 endurance official including completing the referee module, you are in a position to referee off track endurance races. The below table outlines the maximum number of runners each level 2/3/4 endurance official can oversee,



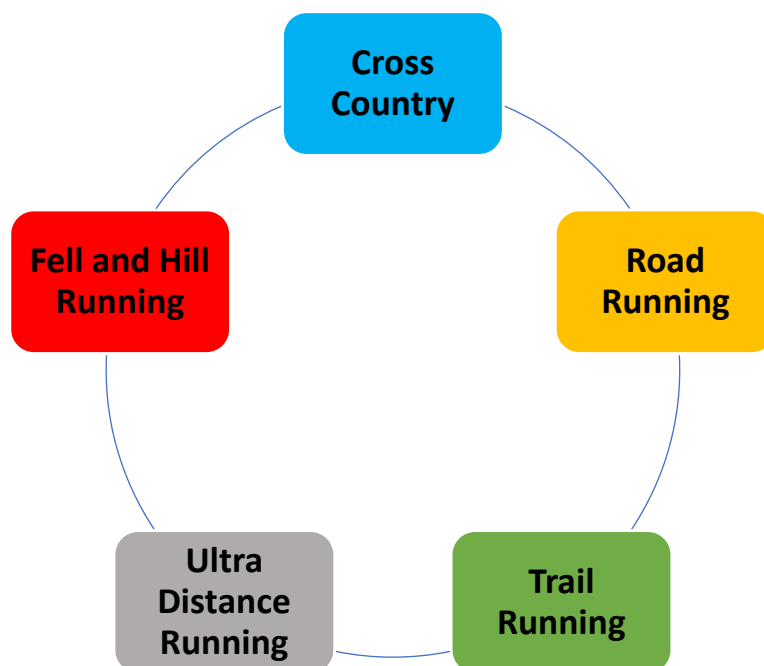
We do support Officials wanting to progress beyond Level 3 through higher level courses offered by UKA Athletics. For more information contact your tri regional endurance contact.

Northern - [ArwelWilliams@aol.com](mailto:ArwelWilliams@aol.com)

Midlands & Southwest and Southern – [Nicholas.folwell@btinternet.com](mailto:Nicholas.folwell@btinternet.com)

## Off Track Endurance disciplines

There are many types of endurance events that take place across the country, which offer a wide range of officiating experiences. Below is a diagram of them.



Tempted by one or all?

Once you have successfully attended the level 1 endurance course, as an official you will work with experienced officials as part of a team doing any of the below duties:

1. Pre-Race Registration Duties.
2. Assisting with the setting out a start / finish area pre-race.
2. The Start Line assisting/assembling Athletes.
3. The Course – assist in marshalling crossing points/junctions.
4. The Finish – Judging / Timekeeper recording / Stewarding / Marshalling at finish or operating a finishing funnel.

On the following pages, a list of the various roles you can undertake at the various formats of endurance events.

## **Roles at a Road Race:**

*(Please note that not all roles are required at all events)*

- **Race Director** - Has overall responsibility for the organisation of a Road Race with responsibility for directing a race on event day.
- **Race Referee** - Works with other Officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.
- **Race Starter** - Controls the start of each race and starts the races.
- **Event Adjudicator** - Responsible for scrutinising a race to ensure compliance with race licence standards.
- **Start Area Coordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area.
- **Call Room Manager (large races only)** - Manages the call-room function at a road race.
- **Call Room Stewards (large races only)** - Works at the direction of a Call-room Manager.
- **Course Manager** - Responsible for the setting of a course, and for checking that a course is set correctly. Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal).
- **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency.
- **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.
- **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.
- **Timekeepers Recorder** - Records the finishing times of competitors on a funnel card.



- **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder.
- **Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel recorder.
- **Change-over Manager (Relays only)** - Manages the change-over function at relay races.
- **Change-over Stewards (Relays only)** - Works at the direction of the Change-over Manager.
- **Finish Area Coordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes.
- **Funnel Steward** - To work at the direction of the Finish Area Co-ordinator to safely move competitors through the finish funnel.

**On the next page, are the roles at Cross Country Events!**

### **Roles at a Cross Country race:**

*(Please note that not all roles are required at all events)*

- **Event Director** - Has overall responsibility for the organisation of a cross country meeting with particular responsibility for directing the races on event day.
- **Meeting Manager** - Ensures that all aspects of the competition are conducted correctly with particular responsibility for all officials.
- **Technical Delegate (appointed at Regional/ National/International events)** – in charge of undertaking a watching brief over all aspects of the event, to provide a detailed report of their finding and make suggestions and recommendations to improve the event as appropriate.
- **Race Referee** - Works with other officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.
- **Start Area Co-ordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area.
- **Race Starter** - Controls the start of each race and to start the races.
- **Clerk of Course** - Responsible for the setting of a course, and for checking that a course is safe for use. Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal).
- **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency.
- **Lap Scorers** - Ensures that all competitors complete the number of laps required.

- **Finish Area Co-ordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes.
- **Chief Rope Controller** - Decides when to open each funnel and directs the movement of the Rope Control Stewards.
- **Rope Control Stewards** - Work under the direction of the Chief Rope Controller.
- **Chief Funnel Steward / Funnel Stewards** - Responsible for placing competitors in finishing order at the direction of the line judge and for guiding competitors through the funnels.
- **Line Judge** - Places the runners in their finishing order.
- **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.
- **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.
- **Timekeepers' Recorder** - Records the finishing times of competitors on a funnel card.
- **Disc Stewards** - Hands finishing discs to competitors (in races where a disc system is used).
- **Chief Chipping Steward** - Responsible for all aspects of athletes' chips and numbers during the competition including confirming that chips are correctly placed for efficient operation and returned as necessary.
- **Chipping Stewards (Start)** - Ensures that all competitors are wearing their number and chip correctly.
- **Chipping Stewards (Finish)** - Ensures that competitors remove and return all returnable chips before they leave the finish.
- **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder.
- **Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel Recorder.



**On the next page, are the roles at Mountain Race Events!**

**Roles at a Mountain Race:**

*(Please note that not all roles are required at all events)*

- **Race Director** - Has overall responsibility for the organisation of a Mountain Race with particular responsibility for directing a race on event day.
- **Race Referee** - Works with other Officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.
- **Event Adjudicator** - Responsible for scrutinising a race to ensure compliance with race licence standards.
- **Health & Safety Coordinator/Covid-19 Officer** – Is responsible for all aspects of H&S concerning their particular event with direct radio comms to all event officials/Marshals.
- **Start Area Coordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area. In liaison with the Starter, use a robust system for accounting for individual race starters and finishers with an independent back-up system to resolve any accounting issues. Ensure each individual race starters are carrying the safety equipment required for the event.
- **Race Starter** - Controls the start of each race and starts the races.



- **Call Room Manager (International/Relay races only)** - Manages the call-room function at a road race.
  - **Call Room Stewards (International/Relay races only)** - Works at the direction of a Call-room Manager.
  - **Course Manager** - Responsible for the setting of a course, and for checking that a course is set correctly. (Marked Course for Mountain Events) (Should provide an accurate race route description in sufficient detail for runners to plan their routes, well in advance of the event. Maps may be provided) Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal).
  - **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency. To record which runners, visit the check point, and to assist with monitoring the race counting numbers of runners. Marshals are generally not in place to offer assistance or help with route finding to runners and this may be incompatible with doing a good job of monitoring the race. However, marshals will offer course assist in cases of real emergency, such as a severely distressed or injured runner.
- 
- **Checkpoints** – Ensure that mandatory checkpoints and crossing points are clearly marked and appropriately visible. May not be manned if a “self-clip” system or electronic dipper is used.
  - **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.
  - **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.
  - **Timekeepers Recorder** - Records the finishing times of competitors on a funnel card.
  - **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder.
  - **Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel recorder.
  - **Finish Area Coordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes. Must ensure that there is a robust system for accounting for individual race finishers with a back-up check system to resolve any issues on the day – It is essential to know who has started and who has finished.



## **ENGLAND ATHLETICS CONTACTS**



**Chris Mallender**  
**Head of Workforce**

**Marc Ritchie**  
**Technical Officials**  
**Development Manager**



**Jordan Hart-Waldron**

**Education Officer**

**[jhart@englandathletics.org](mailto:jhart@englandathletics.org)**




## Appendix A

### RECORDING YOUR EXPERIENCES ON MY ATHLETICS

[Log in - Athletics Portal](#)

**Enter URN Number e.g., 1234567 and Password**

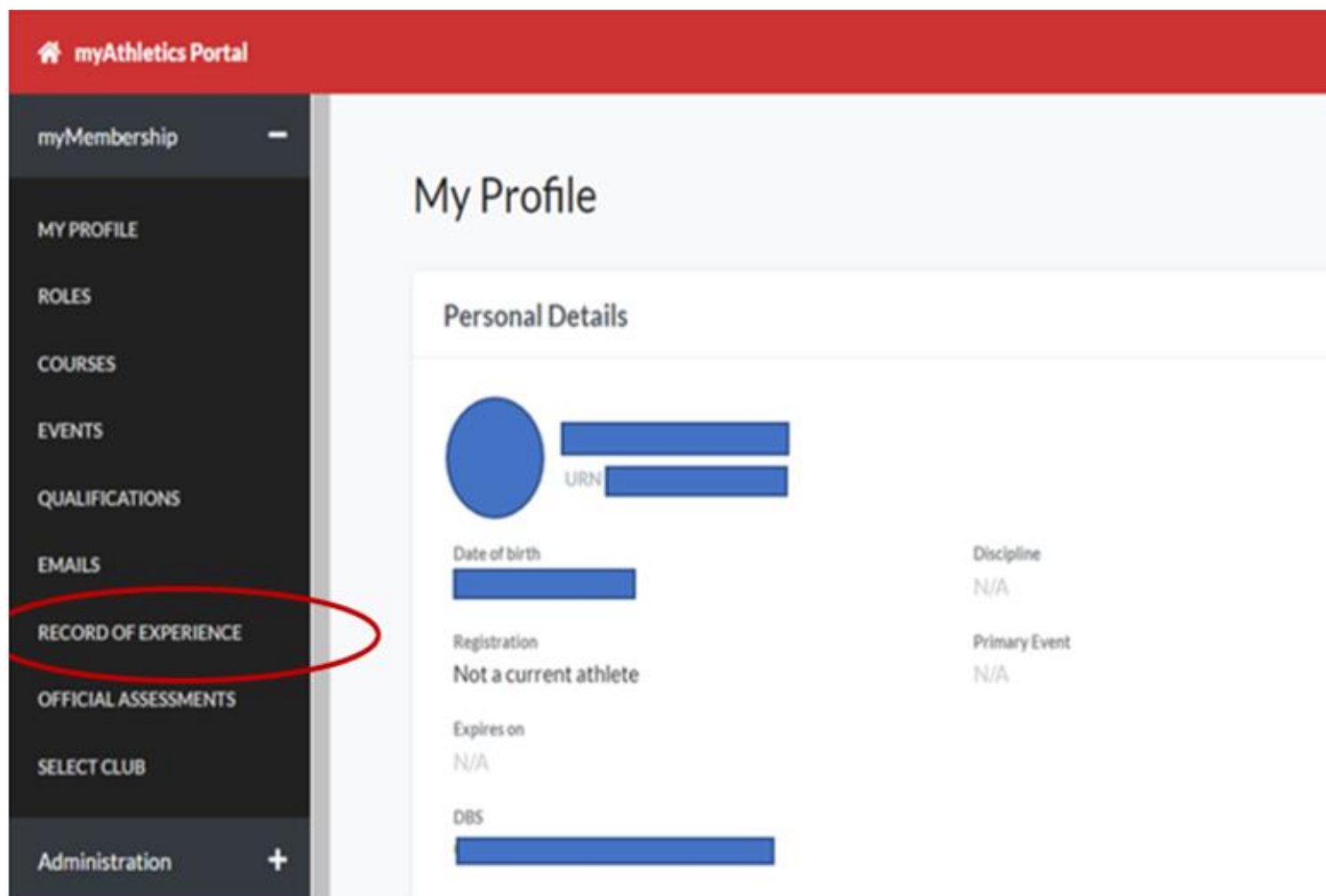
**Click box 'I agree to the terms of use.'**

Sign In	Select Club
<p>URN</p> <div>URN e.g. 1234567 or Email address</div> <p><a href="#">Forgot your URN?</a></p> <p>Password</p> <div>Password</div> <p><a href="#">Forgot Password?</a></p> <p><input type="checkbox"/> I agree to the <b>terms of use</b></p> <div>Sign in</div> <div> Terms of Use</div>	<div>Start typing</div> <div>Sign In</div> <p><a href="#">Jump to my profile</a></p>

**Click on 'Jump to my profile'**

**If you are unable to login or cannot locate your URN/login details**

**ON THE MAIN DASHBOARD CLICK ON 'RECORD OF EXPERIENCE' TAB ON LEFT HAND MENU**



## HOW TO ADD A RECORD TO YOUR RECORD OF EXPERIENCE

**CLICK ON 'ADD RECORD'**

Record Of Experience

Add Record

Export

**COMPLETE ALL FIELDS FROM THE DIAGRAMS BELOW, SELECTING OPTIONS FROM THE DROP-DOWN MENUS AS APPLICABLE**

**CLICK SAVE. YOU CAN AMEND ANY ENTRY CLICKING 'EDIT'**

### New Record of Experience

Date of Event

23/01/2023



Event Name

Event Area

Off Track / Endurance



Event Type

Competition I worked at



Event Level

Club/Open



Venue

Main Role

Duties Undertaken

What Did I Learn

2000 characters max

Name of Chief Or Referee

Reports On You Or By You

Save

Cancel

**ONCE ALL FIELDS ABOVE HAVE BEEN COMPLETED CLICK SAVE. YOU CAN AMEND ANY ENTRY CLICKING 'EDIT'**

### **STEP 3 – EXPORTING/DOWNLOADING YOUR RECORD OF EXPERIENCE**

**TO EXPORT YOUR RECORD OF EXPERIENCE, CLICK ON 'EXPORT'**

Record Of Experience

Add Record

Export

**CLICK 'OK'**

OK

Cancel

**CLICK ON 'EXPORT'**

Export Record of Experience

Event Area

Off Track / Endurance

Event Season

2022-23

Export

Cancel

**CLICK 'OK'**

OK

Cancel

**CLICK OPEN FILE AND SAVE FILE**

Downloads



RecordOfExperienceReport (4).xls

[Open file](#)